

TOWN OF SCITUATE, MA
LOCAL BUILDING INSPECTOR

Position Purpose:

The purpose of this position is to perform administrative, supervisory and inspection work assisting the Building Commissioner/Zoning Enforcement Officer in the enforcement and interpretation of the State Building Code, local zoning bylaws and applicable general bylaws. Performs field inspections and investigates violations of matters under the jurisdiction of the Inspection's Department. Orders compliance when deficiencies or infractions are noted. Performs all other related work as required.

Supervision:

Appointed by the Town Administrator, work under the day-to-day management and supervision of the Building Commissioner/Zoning Enforcement Officer. Exercises considerable initiative and independent judgment in the administration and execution of the department's services, and the enforcement of building and zoning laws. Consults with the Building Commissioner/Zoning Enforcement Officer in formulating decisions regarding zoning, building, department policies, procedures, operations and plans.

Works according to established professional town, state, and federal policies, procedures and codes.

Works with all departmental employees including the Wiring Inspector, Plumbing and Gas Inspector, Sealer of Weights and Measures and their alternate Inspectors; and administrative employees. Provides as needed, technical, administrative and procedural support to the department Inspectors.

Job Environment:

A significant portion of the work is performed outdoors, subject to variable weather conditions and the hazards associated with construction sites. Administrative work is performed under typical office conditions. The Inspector may be called in emergency situations while off-duty to determine if buildings are unsafe.

Regularly operates automobile, mobile applications, computer, telephone, copier, facsimile machine and other standard office equipment.

Has contact with various boards and commissions, town officials, town employees, Town Counsel, members of the building community, architects, engineers, Department of Policy Safety Officials, lawyers, appraisers, FEMA, MEMA, insurance companies, mortgage companies, and the general public. Contacts are in person, in writing, and by telephone and usually often require discussing complex technical matters. All contacts require excellent customer service and communication skills.

Has access to department-related confidential information and personal information about citizen's property, which requires the application of appropriate judgment, discretion and professional protocols.

Errors in either the technical application of recognized building procedures or in the interpretation of related data could result in damage to property, endanger public safety, have financial and/or legal implications and cause adverse public relations.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Reviews plans for building construction or alteration to determine compliance with the State Building Code and local zoning bylaws; issues building permits; calculates and collects fees; supervises the maintenance of associated records.

Inspects buildings and alterations to buildings under construction and upon completion for conformance with structural requirements and approved plans. Issues Certificates of Occupancy if required.

Responds to telephone calls on various building and zoning issues.

Investigate complaints regarding zoning and building code violations, sends notice of violation and follows-up with court action when required.

May attend Development Review Team meetings providing information to staff.

May attend Zoning Board meetings. Assists members with inquiries and requests for information.

Coordinates with Building Commissioner on oversight of storm response and mitigation during weather incidents. Works with state and federal officials. Files reports and provides information to residents.

Confers with buildings, architects, engineers, property owners, and the general public regarding construction requirements, application of the zoning bylaws, and other related matters.

Enforces special permit and variance conditions of the Planning Board and Zoning Board of Appeals. Works cooperatively with all Town Boards.

Maintains close working relationships with the other staff and boards and committees.

Attends various Town, Board of Selectmen and Zoning Board meetings as may be required.

Enforces zoning bylaws, initiating inspection and enforcement actions as prescribed by State Statutes and Town bylaws, and as such provides interpretation of zoning bylaws. In the absence of the Building Commissioner, is authorized to initiate legal action to enforce zoning bylaws and the State Building Codes.

Keeps abreast of all changes or revisions of state and local building codes and zoning bylaws, as well as latest technical developments in the design and construction of buildings and structures.

Conducts periodic safety inspections of multi-family dwellings and public facilities in accordance with the requirements of the State Building Code.

Receives and answers inquiries from contractors, builders, and general public via phone, mail, and in person concerning building and sign codes, rules and regulations.

Formulates and compiles reports, information and data as required; maintain records and files or required information.

Attends educational seminars as mandated by the state.

In the absence of the Building Commissioner, assigns work of Inspections Department employees.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in related field to building construction or design preferred. Three to five years of experience in the supervision of building construction or design equivalent combination preferably in a municipal setting. Any combination of education, training and experience.

Special Requirements:

Certification as a Local Building Inspector in accordance with the Mass State Building Code.

A valid motor vehicle operator's license.

CORI Clearance

Biennial State Ethics Test Clearance

Knowledge, Ability and Skill:

Knowledge: Thorough working knowledge of the Massachusetts State Building Code, local zoning bylaws, and other applicable state statutes and regulations. An understanding of the materials and methods of building construction. General knowledge of the accepted requirements for building construction, fire prevention, light ventilation, and safe egress. Thorough understanding of field inspection practices. Working knowledge of the State plumbing, electrical, mechanical and gas codes.

Ability: Ability to read and interpret blueprints, drawing, and plans. Ability to enforce regulations firmly, tactfully, and impartially. Ability to establish and maintain effective and harmonious working relationships with town officials, the public and members of the building community. Ability to communicate effectively in written and oral form. Ability to prioritize multiple tasks and deal effectively with interruptions. Ability to operate standard office equipment.

Skill: Excellent organizational skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to move about and traverse uneven terrain, positions self to view and inspect construction worksites; uses or operates objects, tools, or controls, and picks up objects and small equipment. Ability to access all areas of construction sites; ability to ascend/descend ladders and stairs. May lift and/or move objects weighing up to 30 pounds. May frequently spend extended periods of time in one position. Ability to detect odors, noise; and distinguish colors. Ability to drive motor vehicle.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)